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NOTICE

Subject: Revised Regulations for Hostel timing, Leave Authorization, and Disciplinary Measures.

This notice serves to formalize the updated protocols regarding both Boys & Girls hostel entry timings and leave application procedures. These measures are implemented to ensure the security, safety, and administrative discipline of the residence.

1. Timing Policy

All residents must be within the hostel premises by **9:00 PM** daily. The main gates will be secured at this time. Entry after 9:00 PM is strictly prohibited unless documented prior approval has been granted by the Office for exceptional circumstances.

2. Advance Leave Notification

Residents intending to take overnight leave must submit their written applications at least **one working day in advance**.

- **Late Submissions:** Applications submitted on the day of departure will not be processed or authorized.

3. Disciplinary Actions for Non-Compliance

Failure to adhere to the aforementioned rules will result in the following graduated disciplinary actions:

- **First Offense:** Official written warning and mandatory notification sent to parents/guardians.
- **Second Offense:** Imposition of a one-week suspension of leave privileges.
- **Third Offense:** Mandatory meeting involving the resident, their **parent or guardian**, and the Superintendent and Warden to discuss future conduct.

Residents are expected to maintain these professional standards to ensure a secure environment for all.

Principal

JIMSH-NK

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